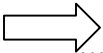


# Instructions for the DMR Landings Program Dealer Form

Form #2004.1D

**\*\*\*Only report what was bought directly from harvesters (fishermen). If you only bought from licensed dealers, fill out a negative report for that month.\*\*\***

1. **Month and Year:** Month and year the fish/shellfish were landed. Do not fill out multiple years on one form.
2. **Dealer Name & Phone:** Name and phone number of dealer that is reporting.
3. **Port Landed:** Name of the town (port) in which the fish/shellfish were landed.
4. **Number of Transactions Per Month:** Number of transactions for the landings reported (the number of times you purchased from harvesters that month).
5. **Signature:** Signature of person filling out the report.
6. **If you did not buy fish/shellfish from harvesters (fishermen) landing in Maine:** In the negative report box (upper right corner of form), make sure to enter the appropriate year and check the appropriate month(s). This lets DMR know we do not need to collect landings info from you for that month. **Note: negative reports need to be filled out even if you are seasonal. We need to account for you for every month of the year.**
7. **Gear:** Next to the species name is gear. Match the type of gear used for harvesting the species and report the pounds and price for that species under the correct gear.
8. **Ave. Boat Price/lb and Pounds:** Find the species and gear; fill in the average price/lb the dealer paid the harvester(s) for the fish/shellfish. Next, enter the number of pounds purchased from harvesters for that month.
9. **If you are using the shellfish side of the form (the right side):**
  - a. Fill in the average price the dealer paid for the shellfish and circle the correct unit (lb, bu, or count). For example: \$1.20 (lb) / bu / count.
  - b. Fill in the town where the shellfish were dug and species code for the species you are reporting.
  - c. Check the appropriate box for W/C/D/R (wild, cultivated, depurated or relayed).
  - d. Fill in the amount landed and circle the appropriate unit (i.e. 106 (lb) / bu / cnt).
  - e. Fill in the number of times you purchased from harvesters that month (number of transactions).
10. It is unnecessary to fill out a separate form for each species you are reporting. For example, if you are a wholesale lobster and marine worm dealer with a shellfish certificate, you can fill out one form for all of the species for that month.
11. Report forms are due by the 10<sup>th</sup> of the following month.
12. Mail or fax reports to the address at the top of the forms. If you want to email reports to DMR, contact Heidi Bray at the number at the top of the form.

 Just before you run out of forms, send a note with a landings report that says, “SEND MORE FORMS” and some will be mailed to you promptly.

If you have any questions please contact Heidi Bray at (207) 633-9504 or heidi.bray@maine.gov